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19 December 1946 *File*

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Projects Report for Personnel and Administration

1. SERVICES DIVISION

1. Space - The Public Buildings Administration has changed the assignment in WW Building to include Wings 1 and 2 on the 2nd Floor, totalling 11,405 square feet. Sufficient security precautions are being taken and adequate guards are being provided in accordance with recommendations of the Security Division and ORE. The security system will meet the requirements that the Director has laid down.

2. Reproduction - No further progress has been made with respect to the establishing of a reproduction unit.

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II. PERSONNEL DIVISION

1. Classification of Positions for ORE - The classification of positions for ORE has begun, and it is expected that job descriptions for the Regional Branches from P-1 to P-8 will be completed for submission to the Civil Service Commission not later than 1 January 1947. ORE has established priorities for classification as follows:

1. Functional Branch
2. Assistant Director's Office
3. Current Division
4. Scientific Branch
5. Projects Division
6. Reference Branch
7. Regional Branches.

2. Classification of Positions for the Washington Document Center - Pending the establishment of a Fixed Table of Organization of the Washington Document Center, negotiations were completed with the War Department and the Civil Service Commission to transfer all positions of WDC to CIG. The appointments of personnel in WDC have been made subject to reclassification which will permit downward or upward classification at such time as it is possible to reclassify these positions.

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3. Transfer of Communications Division, P & A - The SSU positions for the Communications Division, P & A, were transferred to CIG in order to avoid the necessity of immediately establishing CIG jobs and to avoid interference with other classification problems of higher priority.

4. Classification of Positions for OCD - The preparation of job descriptions for OCD will be completed on or about 20 December 1946, at which time they will be submitted to the Civil Service Commission for consideration.

5. Procurement and Assessment Section - The Placement Unit, Procurement and Assessment Section, held 151 interviews during the period 9 - 13 December 1946.

6. Employee Relations Section - Applications are being received for Group Hospitalization during the week 18 - 23 December 1946. A memorandum to all CIG personnel has been distributed on this subject. Assistance was given on the field of housing and counselling to a total of nine people during the week, 18 - 23 December 1946. Indoctrination information is in the process of preparation for new CIG employees.

7. Transaction and Records Section - The following are statistics of actions and the manner in which they were handled by the Personnel Division during the period 9 - 13 December 1946:

Appointments pending 9 December  
Appointed during week

New Appointments received  
Appointments pending 13 December

Distribution:

Pending EOD  
Pending Security Clearance  
Office of Chief  
Classification  
Procurement  
Transactions & Records

Applications received by mail  
Other mail requiring personnel action

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III. FINANCE DIVISION

1. Monthly Financial Reports - Conferences were completed as of 10 December 1946 with officials of the Treasury Department, the General Accounting Office, and the Bureau of the Budget to restrict the handling of monthly reports on the status of CIG funds which reveal pertinent CIG financial data.

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2. Allotments of Funds to Field Offices for Field Procurement from Army - Instruction are now in the process of being prepared to field offices in connection with the submission of estimates on a semi-annual basis of the funds required for procurement of supplies, equipment, and services from the Army overseas. Monthly reviews of the semi-annual estimates are to be requested.



IV. SECURITY DIVISION

1. Security Regulations - The new security regulations and necessary forms have been distributed.

2. Top Secret Control Procedure - The Top Secret Control procedure is in the process of being amended in accordance with the request of the Communications Division, P & A, and will be circulated after these changes have been incorporated.

3. Investigations by FBI - As of 16 December 1946, ☐ cases have been forwarded to the FBI for investigation and ☐ cases have been completed as of that date.

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V. COMMUNICATIONS DIVISION

No report.

VI. PROJECTS SUPPORT DIVISION

No report.

VII. LEGISLATIVE LIAISON DIVISION

1. Report on Military Government in Germany - A report has been prepared for the Executive to the Director and ORE on the intelligence portions of the Report on Military Government in Germany by the Chief Counsel of the Special Senate Committee Investigating the National Defense Program.

2. Report on Opinion of the United States Court of Appeals - A report was prepared on the United States Court of Appeals' opinion upholding the right to discharge an employee for reasonable doubt as to his loyalty to the Government.

3. Establishment of NIA and CIA - Copies have been obtained of the Report of the House Military Affairs Special Investigating Committee on the establishment of a National Intelligence Authority and a Central Intelligence Agency.

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